

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

CENTRE FOR POSTGRADUATE STUDIES

**PROPOSAL TO ORGANIZE …..**

1. **INTRODUCTION**

The objective of this paper is to seek the approval to organize and to approve the budget allocation from the relevant authorities for……..

1. **OBJECTIVES**

Following are the intended objectives of the events:

1. **PROPOSED SPEAKER & PARTICIPANTS**

3.1 Speakers:

1. Alumni
2. Postgraduate Student
3. Professional body
4. IIUM Top management and Staff

3.2 Participants:

1. IIUM Postgraduate Students
2. IIUM staff
3. **PROPOSED TENTATIVE OF THE PROGRAMME**
4. **COMMITTEES**
5. **FINANCIAL IMPLICATION**

The budget will be utilized from the Trust Fund Budget S 128 0001 - Student Co-Curricular Activities.

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| --- | --- | --- | --- | --- |
| **No.**  | **Particulars**  | **Quantity**  | **Amount** **(RM)** | **Total Amount (RM)** |
| 1.  | Honorarium for speaker |  |  |  |
| 2. | Miscellaneous  |  |  |  |
| **GRAND TOTAL**  |  |

1. **CONCLUSION**

The authorities are kindly requested to approve the proposed programme and budget as requested to enable the committee to proceed with the necessary preparation.

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| Approval from Kulliyyah Level |
| Prepared by:**Nur Farah** StudentsDate:  | Verified by:**Bakhtiar Mohd**Officer In charge at CoSDate: |
| Approved by:**Dr. Fazidah Amin**Deputy DeanDate: |
| Approval from Centre for Postgraduate Studies |
| Checked by:**Nur Damia Qistina Berahim**Assistant DirectorDate: | Recommended by:**Assoc. Prof. Dr. Shahrul Na’im Sidek** Deputy Dean (Research, Publication and Student Development)Date:Scholarship) |
| Approved by:**Prof. Dr. Ida Madieha Abdul Ghani Azmi**Dean, CPSDate: |